Installation Support Module
(ISM)

Topics

- **ISM Overview**

- **Account Setup**

- **Work Center Setup**

- **Soldier Process**

Installation Support Module (ISM) Overview

Topics

- **What is ISM?**
- **How does it work?**
- **What does it do?**
  - **In/Out Processing Scheduling**
  - **Management Reports**
  - **Management Flags**
    - **Flag actions**
    - **Soldier who fail to clear**
    - **Soldiers who fail to in process**

- **Agencies**
- **Equipment/Training Needs**
- **Implementation Timeline**
  - **Software Upload Plan**
  - **Standard Operating Procedures**
  - **Test Period**

What is the Installation Support Module (ISM)?

- *The Installation Support Module (ISM) Project was established to create new software applications (or upgrade existing ones) that would automate standard procedures and integrate information used to manage Army installations. These software applications are packaged as modules according to the installation management function they perform. ISM is deployed army-wide and comprises a uniform set of automated tools that assists installation commanders in effectively, managing daily operations.*

How does it work?

- *The primary objective of ISM is to enhance, through automation, installation management functions. ISM applications consist of standard procedures packaged into functional applications, which automate as well as integrate day-to-day installation processes. ISM applications use the Installation Level Integrated Database (ILIDB), which is the central repository for data that is common to more than one ISM application, and various local databases that contain data elements unique to the individual ISM applications.*

What does ISM do?

- ISM operates at garrison locations and support functional users during peacetime, mobilization, and wartime conditions. Installation commanders and installation functional managers use ISM applications and data to manage resources under their control. ISM performs the following major functions:
  - Application-specific support to meet the information needs of installation functional activities and tenant units;
  - Command and staff reporting requirements via standard or ad hoc queries run against either an application database or the ILIDB; and
  - Information exchanged internally among installation functional activities and externally to echelons above installation levels, as well as to Standard Army Management Information Systems (STAMIS).

What are the ISM Applications?

- *In-Processing (INPROC)*
- *Out-Processing (OUTPROC)*

Installation Support Module

Military Personnel In-Processing

(INPROC)

Military Personnel In-Processing (INPROC)

- **INPROC assists Army Installation Personnel with In-Processing gained Military Personnel. INPROC supports the following:**
  - Reporting Pending Gains
  - Scheduling of In-Processing Personnel
  - Tracking of In-Processing Personnel

Installation Support Model In-Processing (INPROC)

- **The Installation Support Model (ISM) INPROC automates many of the labor-intensive administrative tasks associated with in-processing soldiers into an installation.**

- **The following are features INPROC has to offer its user community:**

  - Information is current, accurate, and available to all end users instantaneously and simultaneously.

  - Standardized information is setup once by the functional administrator and is then available to all INPROC users.

  - Reduce input of duplicate information through use of one database.

  - Generates various administrative reports and helps to improve decision-making

Installation Support Model In-Processing (INPROC)

Continued

- **Establish and maintain work center information to include the sequence in which work centers must be scheduled. In addition, work centers on-line with INPROC have the ability to change their work center administrative information.**

- **Provide increased efficiency and effectiveness in scheduling and tracking work center appointments. On-line work centers will have the ability to schedule or reschedule appointments only for their particular work centers.**

- **Improve tracking of work center in-processing completion status. This information is then immediately available to the in-processing clerk or any one else who has access to this portion of the application.**

The ISM Screen

Generally, the ISM Master Menu screen looks like this:

Adding Work Center

Add Installation-Specific Work Center

The fields indicated with * are mandatory.

Work Center

*Work Center Name:	FT EUSTIS TRAINING CENTER
*Processing Type:	BOTH
*Appointment Required:	BOTH
[1]In-Processing Required For:	OPTIONAL
[2]Out-Processing Required For:	OPTIONAL
[2]Debts Incurred:	NO

Default Work Center Site

*Work Center Site Name:	FT EUSTIS TRAINING CENTER
*Phone Number:	878-5815
Point of Contact Name:	TYRONE FULLER
Office Symbol:	ATZF-AG
Location:	BLDG 662
[3]Office Hours:	0730-1630 (HHMM-HHMM)
[3]Appointment Duration:	15 minutes
[3]Concurrent Service Capacity:	1
On-line Access:	YES

[1] Field is mandatory if Processing Type is In-Processing or Both.
[2] Field is mandatory if Processing Type is Out-Processing or Both.
[3] Field is mandatory if Appointment Required is In-Processing, Out-Processing, or Both.

Save **Clear** **Cancel**

In-Processing Schedule Menu

■	Work Center	Appointment	Completion	Comments	Form 5123
☐	ARMY COMMUNITY SERVICES	2004/08/09 MON 0815-0845, @ARMY COMMUNITY SERVICE		Create	Create
☐	ARMY EMERGENCY RELIEF	2004/08/10 TUE 0800-0815, @ARMY EMERGENCY RELIEF		Create	Create
☐	CENTRAL ISSUE FACILITY	To Be Scheduled		Create	Create
☐	CENTRAL ISSUE FACILITY CIF	2004/08/10 TUE 1030-1100, @CENTRAL ISSUE FACILITY CIF		Create	Create
☐	CLUB SYSTEM	To Be Scheduled		Create	Create
☐	DEERS/ID CARDS/ID TAGS	2004/08/09 MON 0800-0815, @ID CARD SECTION		Create	Create
☐	FINAL CHECK AT INSTALLATION/COMMUNITY LEVEL	2004/08/10 TUE 1100-1115, @IN/OUT PROCESSING SECTION		Create	Create
☐	FINANCE STATION	2004/08/10 TUE 0815-0830, @DMPO		Create	Create
☐	FT EUSTIS TRAINING CENTER	2004/08/09 MON 0730-0745, @FT EUSTIS TRAINING CENTER		Create	Create
☐	GOVERNMENT TRAVEL CARD	2004/08/10 TUE 0830-0845, @USAALS GOVT TRAVEL CARD		Create	Create
☐	HOUSING/BILLETING	2004/08/10 TUE 0715-0745, @HOUSING		Create	Create
☐	PERSONNEL INFORMATION	2004/08/10 TUE 0845-0900, @PERSONNEL RECORDS		Create	Create
☐	PERSONNEL OFFICE/PROMOTIONS	2004/08/10 TUE 0900-0915, @PROMOTIONS		Create	Create
☐	PERSONNEL STRENGTH MANAGEMENT STATION	2004/08/10 TUE 0915-0930, @STRENGTH MANAGEMENT		Create	Create
☐	REPLACEMENT DETACHMENT	To Be Scheduled		Create	Create
☐	SEPARATION PAY PROCESSING	2004/08/10 TUE 0930-0945, @SEPARATION PAY		Create	Create
☐	TRANSPORTATION	2004/08/10 TUE 1000-1030, @TRANSPORTATION SERVICES		Create	Create
☐	TRAVEL PAY PROCESSING	2004/08/10 TUE 0945-1000, @TRAVEL PAY		Create	Create

Welcome Center Main Menu

FORT EUSTIS

Initiate In-Processing

To in-process an individual or update an individual's in-processing record, enter the individual's SSN and click on the Search button. If the SSN entered is not found, you will have the option to add the SSN to the database.

Search Individual

Enter SSN: 987-65-4321 **Search**

SSN: 987-65-4321	Name: WALLACE, BRAD	Rank: CPT	Sex: M
Military Class: COMMISSIONED OFFICER	PMOS: 31E2O	ASI: 00	

In-Processing Information

In-Processing Date: 2004/08/08 21:06

Accompanied by Family: No

Remarks:

Files/Documents Present

	Document	Description
☑	DA FORM 201	MILITARY PERSONNEL RECORDS JACKET (MPRJ)
☑	DA FORM 669	ARMY CONTINUING EDUCATION SYSTEM (ACES) RECORD
☑	DENTAL RECORD	
☑	FINANCE RECORD	
☑	MEDICAL RECORD	
☑	DA FORM 2B	
☑	DA FORM 4037	OFFICER RECORD BRIEF (ORB)

Back ←   **Save**   **Reset**

Questionnaire Menu

DA Form 5123-1-R

Question	Answer	Additional Information
ARMY COMMUNITY SERVICES		
DID SOLDIER PROCESS THROUGH THIS STATION?	○ Yes ○ No	
CENTRAL ISSUE FACILITY		
DID SOLDIER PROCESS THROUGH THIS STATION?	○ Yes ○ No	
HOUSING/BILLETING		
DID SOLDIER PROCESS THROUGH THIS STATION?	○ Yes ○ No	
FINAL CHECK AT INSTALLATION/COMMUNITY LEVEL		
REPLACEMENT DETACHMENT PROCESSING SERGEANT: HAS SOLDIER CORRECTLY CLEARED? (DATE)	○ Yes ○ No	
INPROCESSING CONTROL STATION SERGEANT: HAS SOLDIER CORRECTLY INPROCESSED?	○ Yes ○ No	
FINANCE STATION		
DID SOLDIER PROCESS THROUGH THIS STATION?	○ Yes ○ No	
BAS STARTED?	○ Yes ○ No	
PERSONNEL INFORMATION		
FORMER POW? (IF YES, LIST COUNTRY)	○ Yes ○ No	
FORMER PEACE CORPS MEMBER? (IF YES, LIST COUNTRY)	○ Yes ○ No	
IS SGLI CURRENT (DATE)	○ Yes ○ No	
IS DD FORM 93 CURRENT? (DATE)	○ Yes ○ No	
ALIEN? (GERMANY - TURKEY)	○ Yes ○ No	
SOLE SURVIVING CHILD?	○ Yes ○ No	
HAS SOLDIER COMPLETED 12 WEEKS OF MILITARY TRAINING?	○ Yes ○ No	
PERSONNEL STRENGTH MANAGEMENT STATION		
HAS SOLDIER PROCESSED THROUGH MMRB IF PROFILE IS 3 OR 4?	○ Yes ○ No	
TRANSPORTATION		
DID SOLDIER PROCESS THROUGH THIS STATION?	○ Yes ○ No	

Appointment Menu

SSN: 987-65-4321	Name: WALLACE, BRAD	Rank: CPT

In-Processing Schedule and Completion Status

☐	Work Center	Appointment	Completion	Comments	Form 5123
☐	ARMY COMMUNITY SERVICES	2004/08/09 MON 0815-0845, @ARMY COMMUNITY SERVICE		Create	Create
☐	ARMY EMERGENCY RELIEF	2004/08/10 TUE 0800-0815, @ARMY EMERGENCY RELIEF		Create	Create
☐	CENTRAL ISSUE FACILITY	To Be Scheduled		Create	Create
☐	CENTRAL ISSUE FACILITY CIF	2004/08/10 TUE 1030-1100, @CENTRAL ISSUE FACILITY CIF		Create	Create
☐	CLUB SYSTEM	To Be Scheduled		Create	Create
☐	DEERS/ID CARDS/ID TAGS	2004/08/09 MON 0800-0815, @ID CARD SECTION		Create	Create
☐	FINAL CHECK AT INSTALLATION/COMMUNITY LEVEL	2004/08/10 TUE 1100-1115, @IN/OUT PROCESSING SECTION		Create	Create
☐	FINANCE STATION	2004/08/10 TUE 0815-0830, @DMPO		Create	Create
☐	FT EUSTIS TRAINING CENTER	2004/08/09 MON 0730-0745, @FT EUSTIS TRAINING CENTER		Create	Create
☐	GOVERNMENT TRAVEL CARD	2004/08/10 TUE 0830-0845, @USAALS GOVT TRAVEL CARD		Create	Create
☐	HOUSING/BILLETING	2004/08/10 TUE 0715-0745, @HOUSING		Create	Create
☐	PERSONNEL INFORMATION	2004/08/10 TUE 0845-0900, @PERSONNEL RECORDS		Create	Create
☐	PERSONNEL OFFICE/PROMOTIONS	2004/08/10 TUE 0900-0915, @PROMOTIONS		Create	Create
☐	PERSONNEL STRENGTH MANAGEMENT STATION	2004/08/10 TUE 0915-0930, @STRENGTH MANAGEMENT		Create	Create
☐	REPLACEMENT DETACHMENT	To Be Scheduled		Create	Create

Work Center Clearance Status Men

	SSN: 987-65-4321	Name: WALLACE, BRAD		Rank: CPT

In-Processing Schedule and Completion Status

☐	Work Center	Appointment	Completion	Comments	Form 5123
☐	ARMY COMMUNITY SERVICES	2004/08/09 MON 0815-0845, @ARMY COMMUNITY SERVICE		Create	Create
☐	ARMY EMERGENCY RELIEF	2004/08/10 TUE 0800-0815, @ARMY EMERGENCY RELIEF		Create	Create
☐	CENTRAL ISSUE FACILITY	To Be Scheduled		Create	Create
☐	CENTRAL ISSUE FACILITY CIF	2004/08/10 TUE 1030-1100, @CENTRAL ISSUE FACILITY CIF		Create	Create
☐	CLUB SYSTEM	To Be Scheduled		Create	Create
☐	DEERS/ID CARDS/ID TAGS	2004/08/09 MON 0800-0815, @ID CARD SECTION	2004/08/08, FULLERT	Create	Create
☐	FINAL CHECK AT INSTALLATION/COMMUNITY LEVEL	2004/08/10 TUE 1100-1115, @IN/OUT PROCESSING SECTION		Create	Create
☐	FINANCE STATION	2004/08/10 TUE 0815-0830, @DMPO		Create	Create
☐	FT EUSTIS TRAINING CENTER	2004/08/09 MON 0730-0745, @FT EUSTIS TRAINING CENTER	2004/08/08, FULLERT	Create	Create
☐	GOVERNMENT TRAVEL CARD	2004/08/10 TUE 0830-0845, @USAALS GOVT TRAVEL CARD		Create	Create
☐	HOUSING/BILLETING	2004/08/10 TUE 0715-0745, @HOUSING		Create	Create
☐	PERSONNEL INFORMATION	2004/08/10 TUE 0845-0900, @PERSONNEL RECORDS	2004/08/08, FULLERT	Create	Create
☐	PERSONNEL OFFICE/PROMOTIONS	2004/08/10 TUE 0900-0915, @PROMOTIONS	2004/08/08, FULLERT	Create	Create
☐	PERSONNEL STRENGTH MANAGEMENT STATION	2004/08/10 TUE 0915-0930, @STRENGTH MANAGEMENT	2004/08/08, FULLERT	Create	Create
☐	REPLACEMENT DETACHMENT		2004/08/08, FULLERT	Create	Create

Installation Support Module

Military Personnel Out-Processing

(OUTPROC)

Military Personnel Out-Processing (OUTPROC)

- **OUTPROC assists Army Installation Personnel with Out-Processing departing Military Personnel. OUTPROC supports the following:**

  - **Reporting Pending Losses**

  - **Scheduling of Out-Processing Personnel**
  - **Tracking of Out-Processing Personnel**

Installation Support Module Out-Processing (OUTPROC)

- **The Installation Support Module (ISM) OUTPROC automates many of the administrative tasks associated with Military Personnel Out-Processing at the installation level. The following is a description of many of the features OUTPROC has to offer to the user community:**
    - *Standardized information is setup once by the functional administrator and is then available to all OUTPROC users. This information includes out-processing instructions, and out-processing remarks.*

    - *OUTPROC helps to reduce input of duplicate information through use of one database. (Currently, the same information is input at several offices, for example, SSN, Name, and Address).*

    - *OUTPROC allows the FA to establish and maintain work center information to include the sequence in which work centers must be scheduled, work center locations, operating hours, required documents for in-processing and out-processing. In addition, work centers on-line with OUTPROC have the ability to change their work center administrative information.*

Installation Support Module Out-Processing (OUTPROC)

Continued

- *OUTPROC provides increased efficiency and effectiveness in scheduling and tracking work center appointments. On-line work centers will have the ability to schedule or reschedule appointments for their particular work centers.*

- *OUTPROC helps improve tracking of out-processing completion status because work centers on-line with the ISM will have the capability to electronically indicate the soldier's clearance status at their work center. This information is then immediately available to the out-processing clerk or any one else who has access to this portion of the application.*

- *OUTPROC allows the user to create and out-process a group or groups of soldiers from the installation.*

Initialize Out-Processing Record

FORT EUSTIS

Initiate Out-Processing
The fields indicated with * are mandatory.

Search Individual
Enter SSN: 911-11-1111   **Search**

SSN: 911-11-1111   Name: WIGGINS, SALLY TOOLAZY   Rank: CW2

Out-Processing
Out-Processing Start Date:

*Required Clearance Date:

*Reason for Clearing:

Remarks:

Save   **Reset**   **Cancel**

Appointment Menu

☐	Work Center	Appointment	Clearance	Comments
☐	ARMY COMMUNITY SERVICES	To Be Scheduled		Create
☐	ARMY EMERGENCY RELIEF	To Be Scheduled		Create
☐	CENTRAL ISSUE FACILITY	To Be Scheduled		Create
☐	CENTRAL ISSUE FACILITY CIF	To Be Scheduled		Create
☐	CLUB SYSTEM	To Be Scheduled		Create
☐	DEERS/ID CARDS/ID TAGS	To Be Scheduled		Create
☐	FINAL CHECK AT INSTALLATION/COMMUNITY LEVEL	To Be Scheduled		Create
☐	FINANCE STATION	To Be Scheduled		Create
☐	FT EUSTIS TRAINING CENTER	To Be Scheduled		Create
☐	GOVERNMENT TRAVEL CARD	To Be Scheduled		Create
☐	HOUSING/BILLETING	To Be Scheduled		Create
☐	PERSONNEL INFORMATION	To Be Scheduled		Create
☐	PERSONNEL OFFICE/PROMOTIONS	To Be Scheduled		Create
☐	PERSONNEL STRENGTH MANAGEMENT STATION	To Be Scheduled		Create
☐	REPLACEMENT DETACHMENT	To Be Scheduled		Create
☐	RETIREMENT SERVICES	To Be Scheduled		Create
☐	SEPARATION PAY PROCESSING	To Be Scheduled		Create
☐	SOLDIER HAS COMPLETED ACAP PROCESSING	To Be Scheduled		Create
☐	TRANSITION SERVICES	To Be Scheduled		Create
☐	TRANSPORTATION	To Be Scheduled		Create
☐	TRAVEL PAY PROCESSING	To Be Scheduled		Create

Automatic Scheduling   Generate Installation Out-Processing Clearance Record

View/Update Installation Processing Remarks

Installation Clearance Record

Generate Installation Out-Processing Clearance Record

The fields indicated with * are mandatory.

SSN: 911-11-1111	Name: WIGGINS, SALLY TOOLAZY	Rank: CW2

*Order Number:	111-1111
*Date of Order:	2004/08/08
*Losing Unit:	WOUVAA FT EUSTIS
Gaining Unit:	W123456 FT HOMEBOUND
*Reason for Clearing:	OTHER
*Departure Date:	2004/08/31
[1]Soldier has a government travel card:	Yes
Disposition:	Destroyed
ACAP processing is completed:	Yes
[2]ACAP Remarks:	
Soldier has completed out-processing:	No
Out-Processing Remarks:	THIS IS JUST AN EXAMPLE
[3]Printed By:	EXAMPLE, JOE
[3]Telephone No:	878-5815

☑ Print DA Form 137-2-R

☑ Print Work Center Schedule ☐ with Work Center Information

[1]Disposition field is required when the "Soldier has a government travel card" field is set to Yes.

[2]ACAP Remarks field is required when the "ACAP processing is completed" field is set to No.

[3]Printed By and Telephone No. fields are required when either of these fields is set to Yes or No: Soldier has a government travel card, ACAP processing is completed, Soldier has completed out-processing.

Hold Status Menu

Hold Status Menu

Out-Processing Schedule and Clearance Status

	Work Center	Appointment	Clearance	Comments
☐	ARMY COMMUNITY SERVICES	2004/08/10 TUE 0900-0930, @ARMY COMMUNITY SERVICE	CLEAR-HOLD	Create
☐	ARMY EMERGENCY RELIEF	2004/08/10 TUE 1030-1045, @ARMY EMERGENCY RELIEF	CLEAR-HOLD	Create
☐	CENTRAL ISSUE FACILITY	To Be Scheduled	CLEAR-HOLD	Create
☐	CENTRAL ISSUE FACILITY CIF	2004/08/10 TUE 0815-0830, @USAALS - TRAVEL CARD	CLEAR-HOLD	Create
☐	CLUB SYSTEM	To Be Scheduled	CLEAR-HOLD	Create
☐	DEERS/ID CARDS/ID TAGS	2004/08/10 TUE 0800-0815, @ID CARD SECTION	CLEAR-HOLD	Create
☐	FINAL CHECK AT INSTALLATION/COMMUNITY LEVEL	2004/08/10 TUE 1045-1100, @IN/OUT PROCESSING SECTION	CLEAR-HOLD	Create

Out-Processing Schedule and Clearance Status

	Work Center	Appointment	Clearance	Comments
☐	ARMY COMMUNITY SERVICES	2004/08/10 TUE 0900-0930, @ARMY COMMUNITY SERVICE	CMPLT-HOLD	Create
	ARMY EMERGENCY RELIEF	2004/08/10 TUE 1030-1045, @ARMY EMERGENCY RELIEF	CMPLT-HOLD	Create
	CENTRAL ISSUE FACILITY	To Be Scheduled	CMPLT-HOLD	Create
	CENTRAL ISSUE FACILITY CIF	2004/08/10 TUE 0815-0830, @USAALS - TRAVEL CARD	CMPLT-HOLD	Create
	CLUB SYSTEM	To Be Scheduled	CMPLT-HOLD	Create
	DEERS/ID CARDS/ID TAGS	2004/08/10 TUE 0800-0815, @ID CARD SECTION	CMPLT-HOLD	Create
	FINAL CHECK AT INSTALLATION/COMMUNITY LEVEL	2004/08/10 TUE 1045-1100, @IN/OUT PROCESSING SECTION	CMPLT-HOLD	Create

Work Center Clearance Status

Out-Processing Schedule and Clearance Status

	Work Center	Appointment	Clearance	Comments
☐	ARMY COMMUNITY SERVICES	2004/08/10 TUE 0900-0930, @ARMY COMMUNITY SERVICE	2004/08/08, FULLERT	Create
☐	ARMY EMERGENCY RELIEF	2004/08/10 TUE 1030-1045, @ARMY EMERGENCY RELIEF	2004/08/08, FULLERT	Create
☐	CENTRAL ISSUE FACILITY		2004/08/08, FULLERT	Create
☐	CENTRAL ISSUE FACILITY CIF	2004/08/10 TUE 0815-0830, @USAALS - TRAVEL CARD	2004/08/08, FULLERT	Create
☐	CLUB SYSTEM		2004/08/08, FULLERT	Create
☐	DEERS/ID CARDS/ID TAGS	2004/08/10 TUE 0800-0815, @ID CARD SECTION	2004/08/08, FULLERT	Create
☐	FINAL CHECK AT INSTALLATION/COMMUNITY LEVEL	2004/08/10 TUE 1045-1100, @IN/OUT PROCESSING SECTION	2004/08/08, FULLERT	Create
☐	FINANCE STATION	2004/08/10 TUE 1100-1115, @DMPO	2004/08/08, FULLERT	Create
☐	FT EUSTIS TRAINING CENTER	2004/08/10 TUE 1530-1545, @FT EUSTIS TRAINING CENTER	2004/08/08, FULLERT	Create
☐	GOVERNMENT TRAVEL CARD	2004/08/10 TUE 1115-1130, @USAALS GOVT TRAVEL CARD	2004/08/08, FULLERT	Create
☐	HOUSING/BILLETING	2004/08/10 TUE 0945-1015, @HOUSING	2004/08/08, FULLERT	Create
☐	PERSONNEL INFORMATION	2004/08/10 TUE 1315-1330, @PERSONNEL RECORDS	2004/08/08, FULLERT	Create

Management Reports

- **Individual Report (record of soldier's clearance record)**
- **Work Center Report (daily/weekly list of scheduled soldiers)**
- **Command Report (daily/Weekly list of scheduled soldiers)**
- **Query Reports (individual needs)**

Management Flags

- **How are "flagged soldiers" identified to stop processing?**
  - Through the use of the "Hold Area", work centers can immediately notify the community to hold the soldier until the flagging action is concluded.
- **What actions are in place to ensure all soldiers complete their clearing process.**
  - Queried reports can be established and disseminated to the command on soldier who fail to clear work stations.
- **What systems are in place to ensure all newly arrived soldiers report to their units?**
  - By adding the command to the work station clearance process. That soldier's information will be available to the new unit.

Logistical Needs

- **Equipment**
  - **Computers with ISM application**
  - **DOIM server access**

- **Training**
  - **INPROC/OUTPROC application (Training will be conducted between DOIM and MILPO)**
  - **Small class sessions (10-15 people)**
  - **On line materials available for refresher training**
  - **Initial training will be conducted at the Education Center**

Questions?

Installation Support Module
(ISM)
Account Setup

Topics

- **Requirements for ISM Access**

- **Security Form/Application**

- **User ID / Password**

- **Level of access**

Reference

INPROC/OUTPROC ISM VER. 0.1.7 FA Training Guide

<u>Getting Started</u>

- **This lesson will review the steps necessary for getting started with the INPROC/OUTPROC ISM. In this lesson we will review the following subject matters:**
  - *Requesting a ISM Login and Password*
  - *Logging into the INPROC/OUTPROC ISM (First time user/routine)*
  - *Navigational Features of the INPROC/OUTPROC ISM*
  - *INPROC/OUTPROC Application Links*
  - *https://west.ism.army.mil/ism/common/ism_menu.jsp*

Request a General User Account

- To initiate a request for an ISM user account:

- On the ISM Log In page, click the Request Account link. The **Request ISM User Account** screen is displayed.

Request a General User Account

- Click on <u>FH Form 380-23</u> within the SAFP/FA region of the page.
- A second window opens, and the form is displayed in Adobe Acrobat Reader.
- The ISM system requires Adobe Acrobat Reader v5.1, and will automatically verify that this version is on your computer. If you do not have this version, you will be prompted to contact your System Administrator (who can load the software onto your computer) or to download the software.
- To print the form, click the Print icon in the window. The Print window is displayed.
- Click the OK or Print button in the Print window to print the form.
- Once the form is printed, exit this window by clicking the Close icon at the top-right corner of the window. The regional Request ISM User Account page is now fully displayed.

Request ISM User Account

In the User Information region at the bottom of the Request ISM User Account page, enter the following online account request information:

- Name
- Organization
- Duty Phone Number
- Email address
- Job Description

Click the Request Access button. The access request is displayed in the Requested Roles region at the bottom of the page.

Access Authorization

- **The access authorization form that you printed, FH Form 380-23, must be completed, signed, and submitted to your IFA. Your account request cannot be processed until the IFA receives this form. Your IFA will receive an account request in the ISM application. Once you submit the form with proper authorization to your IFA, your ISM user account can be created.**

- **When your ISM user account is created, you will receive two e-mail notifications: one confirms that the account request has been approved and provides your user name; the other provides a temporary password that allows you to log on to the system.**

Logging Into The INPROC/OUTPROC ISM (First Time Login)

- **You will see the following screen when you access the web site associated with the INPROC/OUTPROC ISM:**

- **When you log on to the ISM system for the first time, you are prompted to change your password**
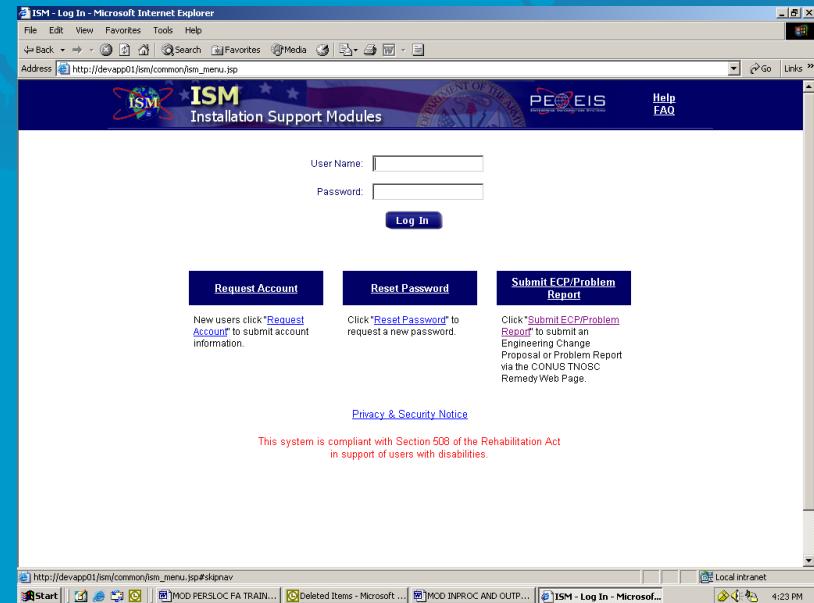
Password Changes

- **To change your password:**
  - Select a Hint question from the Hint drop-down list.
  - Remember the question that you select.
  - Remember the answer that you enter.
  - A password must be at least eight (8) characters long and must contain at least two (2) numbers or special characters and at least one (1) letter. Passwords are case sensitive so you may use a combination of uppercase and lowercase letters in the password.
  - In the Confirm New Password field, enter the password that you typed in the New Password field. (Entering the password twice ensures that you typed the password that you intended.)
  - Due to security restrictions, the hint question and hint answer that you provide cannot be seen or retrieved by any administrator of the system.

Navigational Features of the INPROC/OUTPROC ISM

- The navigational features described below will assist you when navigating within the INPROC/OUTPROC Main Menu
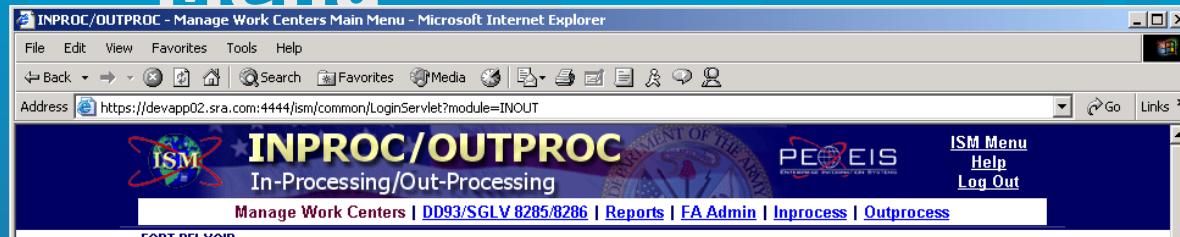
Navigational Features of the INPROC/OUTPROC ISM

- **The navigational features described below will assist you when navigating within the INPROC/OUTPROC Main Menu**
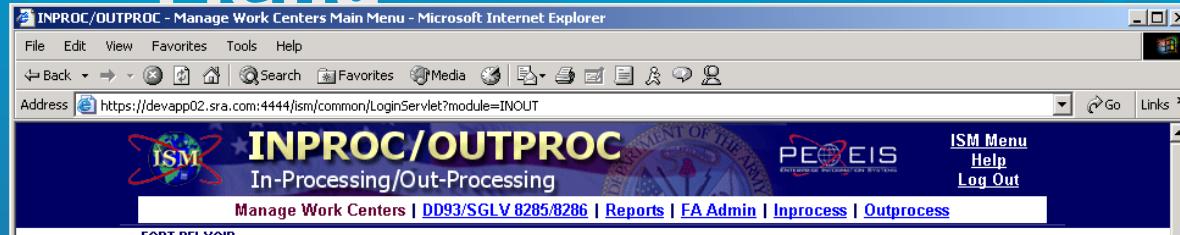
Manage Work Centers: This function lets authorized users handle work center issues, such as attributes, additions/deletions, work center questions, and scheduling sequences.

Navigational Features of the INPROC/OUTPROC ISM

- **The navigational features described below will assist you when navigating within the INPROC/OUTPROC ISM Menu**
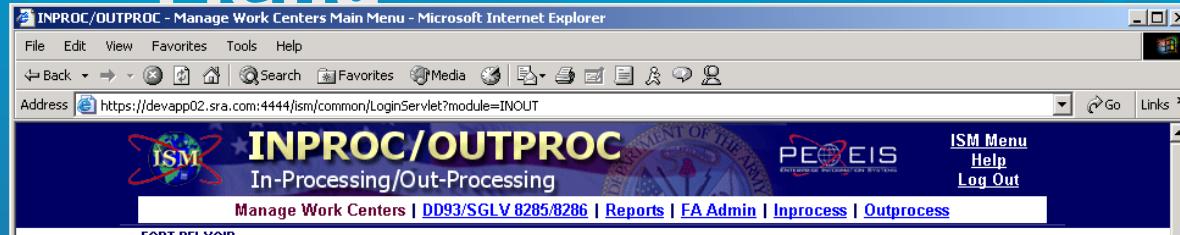
DD93/SGLV 8525/8526: This function allows authorized users to generate and print the forms associated with a service member's group life insurance coverage (SGLV 8525/8526) and beneficiary designation (DD93).

# Navigational Features of the INPROC/OUTPROC ISM

- **The navigational features described below will assist you when navigating within the INPROC/OUTPROC ISM Menu**
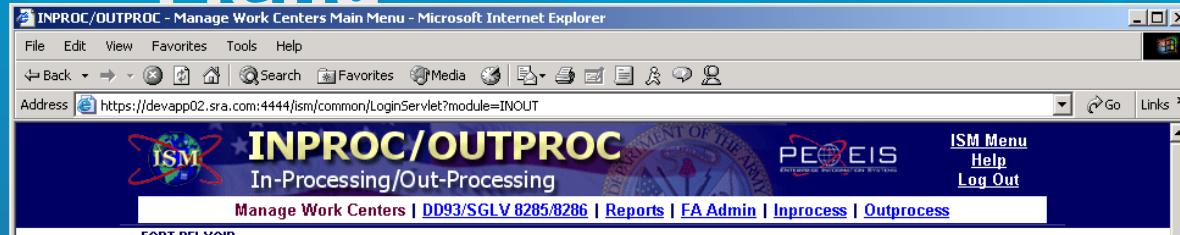
ports: This function allows authorized users to access and run pre-defined repo

Navigational Features of the INPROC/OUTPROC ISM

- **The navigational features described below will assist you when navigating within the INPROC/OUTPROC ISM Menu**
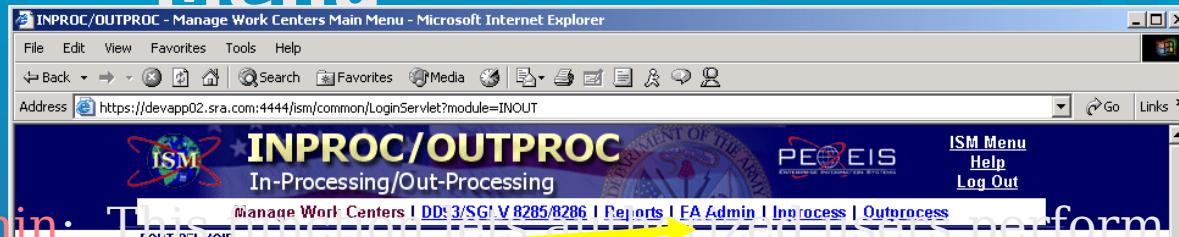
FA Admin: This function lets authorized users perform functions related to the maintenance of installation-wide data, such as adding and updating system announcements; updating or deleting user accounts; approving and assigning roles for user accounts; maintaining installation planning horizons; managing the instructions printed on in-processing and out-processing forms; and purging individual or roster records.

# Navigational Features of the INPROC/OUTPROC ISM

- **The navigational features described below will assist you when navigating within the INPROC/OUTPROC** INPROC/OUTPROC **Menu**
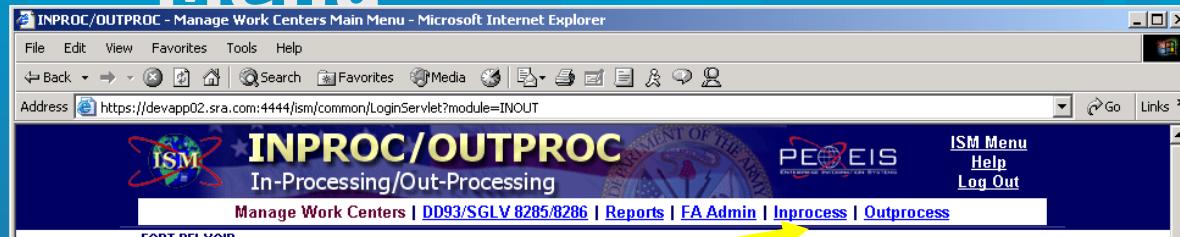
In-Process: This function allows authorized users to initiate installation in-processing of a service member's record and update work center in-processing statuses for an in-processing soldier.

Navigational Features of the INPROC/OUTPROC ISM

- **The navigational features described below will assist you when navigating within the INPROC/OUTPROC Menu**
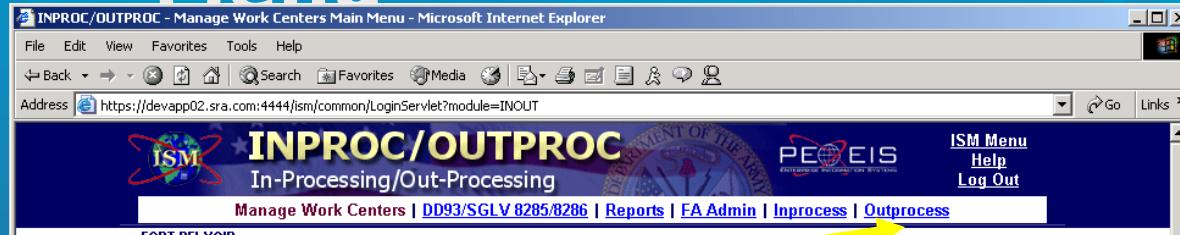
Out-Process: This function allows authorized users to initiate installation out-processing of a service member's record and update work center clearance statuses for an out-processing soldier.

Managing Work Center Data (POC Training Only)

- The menu allows you to initiate and maintain work center data in your INPROC/OUTPROC database. Upon completion of this lesson the following functions will be reviewed:
  - *Adding Installation Specific (local) Work Center*
  - *Adding a Document to the Required Documents list from the DA Form 5123 Standard Records List*
  - *Adding/Updating List of Documents Required for In-processing and/or Out-processing to/from a Work Center*
  - *Deleting Documents from the Documents Required for In-processing and/or Out-processing to/from a Work Center*
  - *Adding, Changing, or Deleting Work Center Questions and/or Work Center Question Attributes*
  - *Adding a Work Center Site*
  - *Creating/Generating an Appointment Skeleton for a Work Center Site*
  - *Changing Work Center Information*
  - *Deleting a Non-Mandated Work Center*
  - *Maintaining In-Processing and/or Out-Processing Sequence Order*

Installation Support Module
(ISM)
in-process menu

In-Process Main Menu

- **This lesson will review the steps necessary for in-processing individual service members or unit sets into an installation. In this lesson we will review the following functions:**
  - *Initiating an Individual's In-Processing Record*
  - *Maintaining an Individual's In-Processing and Completion Status**
  - *Updating an Individual's Work Center Completion Status**
  - *Maintaining In-Processing Rosters*
  - *Updating a Roster's Completion Status**

In-Process a Soldier

- **Initiate a Soldier's In-Process Record**
- **Maintaining a Soldier's Schedule and Completion Status**
- **Automatically Generate a Schedule for all Work Centers**
- **Clear a Soldier**
- **Update Soldier Clearance Status by Work Center**
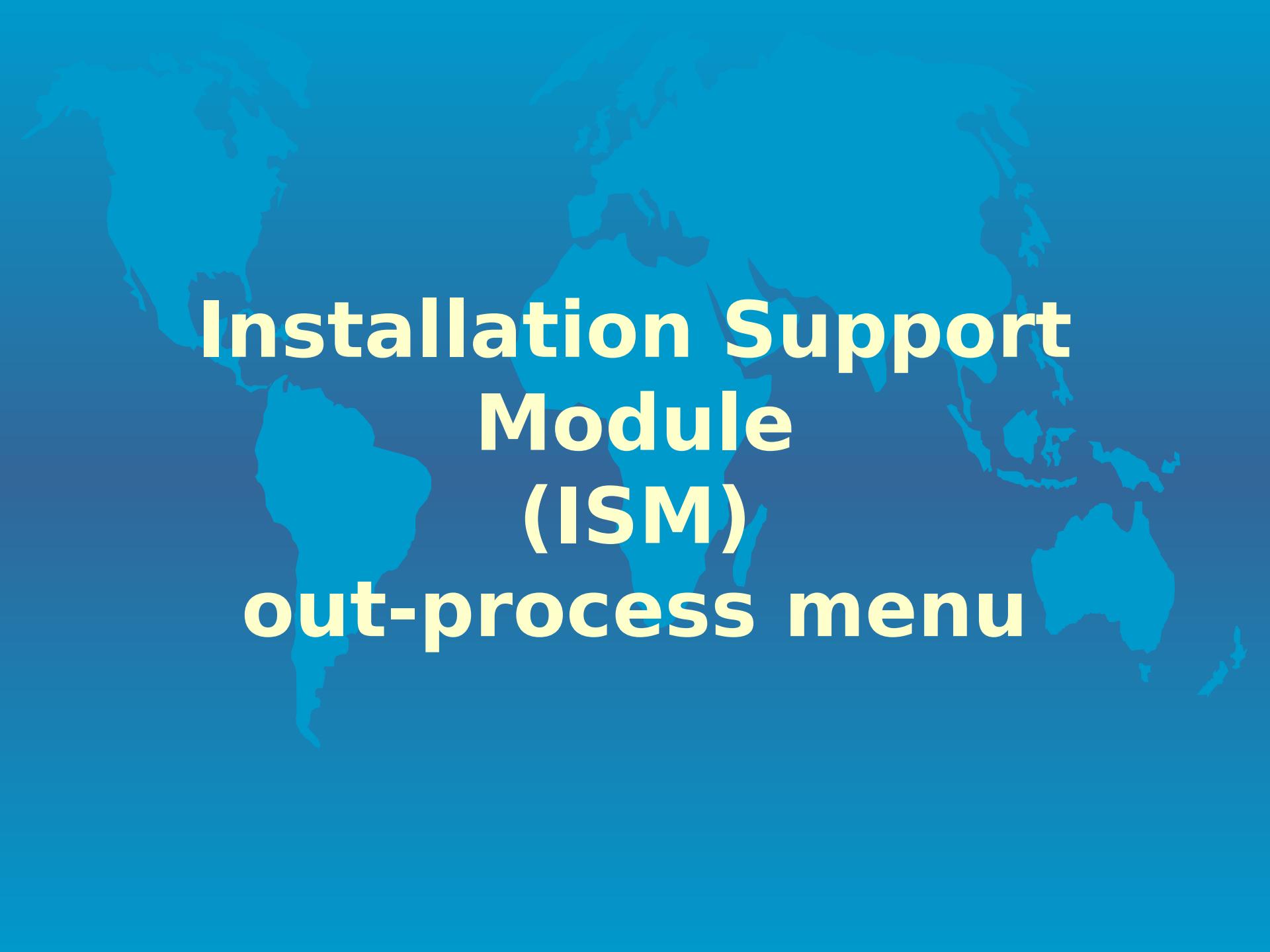
Installation Support Module
(ISM)

out-process menu

Out-Process Main Menu

- **This lesson will review the steps necessary for out-processing individual service members or unit sets from an installation. In this lesson we will review the following functions:**
    - *Initiating an Individual's Out-Processing Record*
    - *Maintaining an Individual's Out-Processing and Clearance Status**
    - *Updating an Individual's Work Center Clearance Status**
    - *Removing an Individual's Out-Processing Record*
    - *Placing an Individual's Out-Processing On/Off Hold**

Out-Process Main Menu

- **Initiate a Soldier's Out-Processing Record**
- **Add Work Center to Soldier's Schedule**
- **Automatically Generating a Work Center Schedule**
- **Placing a Soldier on/off Hold Status**

Review

- ✓ **ISM Overview**
- ✓ **Account Setup**
- ✓ **Work Center Setup**
- ✓ **Soldier Process**